



# **Quarterly Tax Report**

Form 5208 A



#### **USE BLACK INK ONLY AND ALL CAPS**

#### DO NOT COPY FORM - SEE INSTRUCTIONS

ALSO, DO NOT STAPLE ANYTHING TO THIS FORM, YOU MAY USE PAPER CLIPS

PLEASE SEE INSTRUCTIONS FOR INFORMATION ON COMPLETING THIS FORM. YOU MUST USE CHANGE FORM 5208 C FOR ANY CHANGE TO BUSINESS STATUS OR ADDRESS. TO FIND MORE INFORMATION ON UNEMPLOYMENT INSURANCE TAX FORMS, YOU MAY REFER TO EMPLOYMENT SECURITY INTERNET SITE WWW.WA.GOV/ESD/TAX OR CALL THE EMPLOYER HELPLINE TOLL FREE AT 1-888-836-1900.

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MAIL THE COMPLETED TAX (A) & WAGE (B) REPORTS
AND YOUR CHECK TO: EMPLOYMENT SECURITY DEPARTMENT
PO BOX 34729 SEATTLE, WASHINGTON 98124-1729



# Employment Security Department WASHINGTON STATE

## To file or pay electronically visit efile.go2ui.com

## **Quarterly Tax Report (Form 5208A) Instructions**

Remember to make a copy of the completed report for your records.

You must use all capital letters and black ink.

Neatly print your characters within the blue boxes as shown in the example below.

# 0123456789 ABCDEFGHI

Do not use commas, symbols or special characters (i.e., 4 or 7).

<u>NOTE</u>: Penalties will apply to incomplete or incorrect reports regardless of whether they are filed on paper forms or electronically. Item-by-Item Instructions

- 1. This is the date your report is due. Reports are due the last day of the month that follows the end of each quarter.
- Your nine digit Federal ID Number assigned to you by the IRS.
- 3. Your Unified Business Identification (UBI) Number assigned by the state of Washington.
- 4. The last day of the calendar quarter (three-month period) for which you are filing. To submit information for a different quarter, contact your District Tax Office to have a form sent to you, or file electronically.
- 5. Your business name.
- 6. The nine digit account number assigned to you by the Employment Security Department (ESD).
- 7. The name of the person who prepared this report and can answer specific questions about it.
- 8. If you had no payroll this quarter, put an "X" in this box, skip the rest of the form, and return Form 5208A only. Mail No-Payroll reports to ESD, Attn: UI Tax & Wage Admin, PO Box 9046, Olympia, WA 98507-9046. If you have hours only to report for employees, complete and attach Form 5208B.

  District Tax Offices
- 9. Enter the **total** Washington exempt corporate officer earnings and/or the stock options exercised by all employees. If you are a corporation and have no exempt corporate officers and no exercised stock options, enter "0".
- Enter the total number of exempt corporate officers. Do NOT enter exempt corporate officers on Form 5208B.
- 11. For each month of the quarter, enter the number of full-time and part-time covered employees who worked or received pay for the payroll period that includes the 12th day of the month. This should include employees receiving sick leave and/or accident leave pay. Do not include employees on strike for the entire payroll period. Do not include the number of exempt corporate officers reported for item 10.
- 12. Enter the total gross wages paid to covered employees this quarter. This amount should equal the total of all entries on Form 5208B.
- 13. Enter total wages paid during this quarter in excess of the taxable wage base printed on item 13. If this total includes out of state wages, check "Yes," if not, check "No." Excess wages are calendar year-to-date wages paid to an individual employee that exceed the annual taxable wage base printed on item 13. Excess wages are included in the reported gross wages on Form 5208B, but they are **not** taxable. For help, contact your District Tax Office or refer to the Tax Handbook at <a href="tax.go2ui.com">tax.go2ui.com</a>.
- 14. Subtract item 13 from item 12 and enter the result.
- 15. Enter the amount on item 14 multiplied by your tax rate.
- 16. Enter the amount on item 14 multiplied by your Employment Administration Fund (EAF) rate.
- 17. Enter the total of items 15 and 16. This is the tax you owe.
- 18. **If your tax payment is late, determine the penalty percent** (below). Multiply that percent by the amount on item 17. Enter the result or \$10.00, whichever is greater.
  - o If you are late in paying your taxes for the first month add 5% of total tax due or \$10.00, whichever is greater.
  - If you are late in paying your taxes for the second month add 10% of total tax due or \$10.00, whichever is greater.
  - o If you are late in paying your taxes for the third month add 20% of the total tax due or \$10.00, whichever is greater.
- 19. **If your tax payment is late, you must compute the interest and enter this amount**. Compute your interest at one percent for each month or part of a month for which your tax payment is late.
- 20. If this report is filed after the due date (item 1), enter a \$25.00 late report penalty.
- 21. Add any prior balance of taxes you owe, or subtract any credit we owe you. To check your balance, you may call the Employer Help Line at 1-888-836-1900. The balance is updated every 24 hours.
- 22. Add items 17, 18, 19, 20 and 21, and enter the amount. This is your total tax due this quarter.
- 23. Enter the amount you are sending us at this time. It should equal item 22. Please write your ES Reference Number on your check if you are not paying electronically.

If you are typing or machine printing, use a 12 pt san serif font and capital letters. Ignore the blue boxes and simply string characters together. Start at the left end of the field and type a continuous stream of characters. Do not use commas or symbols. If you have the data in a computer system, it will be much easier for you to use our free electronic reporting software (efile.go2ui.com).

Bellevue

Bellingham

South Sound

Lynnwood

Seattle

Spokane

Tri-Cities

Yakima

Vancouver

Wenatchee

Out of State

(425) 649-4388

(360) 676-2070

(425) 774-2380

(206) 706-3801

(253) 593-7380

(509) 532-3090

(509) 735-0939

(360) 735-5050

(509) 662-0448

(509) 574-0137

(360) 902-9620

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#### Employment Security Department

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# **Quarterly Wage Detail Report** (Form 5208B)

	Con instructions on book of E200A			1) QTR ENDING DATE (MMDDYY)
	See instructions on back of 5208A All capital letters and black ink required			
	Do not submit copies - Use originals only			
	2) BUSINESS NAME	3) ES REFERENCE NUMBER		
	4) FEDERAL ID NUMBER	5) UBI NUMBER		6) DUE DATE (MMDDYY)
		<del>i                                    </del>		
	7) LAST NAME			8) SUFFIX (JR, SR, ETC) 9) SOCIAL SECURITY NO.
A)				
	10) FIRST NAME		11) MI	12) TOTAL HOURS 13) TOTAL WAGES PAID THIS QTR
				Do not le fe blank. Enter 0 (2. ) if
			ш	no hours wo
	T) LACTNAME			
B)	7) LAST NAME			8) SUFFIX UR, SR, ETG 9) SOCIAL SECURITY NO.
	10) FIRST NAME		11) MI	12) DTAL HOUR? 13) TOTAL WAGES PAID THIS QTR
				Do not leave blank. Enter 0 (zero) if
				no hours worked.
C)	7) LAST NAME			8) SUFFIX (JR, SR, ETC) 9) SOCIAL SECURITY NO.
ĺ				
	10) FIRST NAME		11) Mi	12) TOTAL HOURS 13) TOTAL WAGES PAID THIS QTR
				Do not leave blank. Enter 0 (zero) if
				no hours worked.
D)	7) LAST NAME			8) SUFFIX (JR, SR, ETC) 9) SOCIAL SECURITY NO.
,				
	10) FIRST NAME		11) MI	12) TOTAL HOURS 13) TOTAL WAGES PAID THIS QTR
			1,7,11	Do not leave blank.
				Enter 0 (zero) if no hours worked.
				, ,
E)	7) LAST NAME	8) SUFFIX (JR, SR, ETC) 9) SOCIAL SECURITY NO.		
-,				
	10) FIRST NAME		11) MI	12) TOTAL HOURS 13) TOTAL WAGES PAID THIS QTR
	I I I I I I I I I I I I I I I I I I I		17,100	Do not leave blank.
				Enter 0 (zero) if no hours worked.
				, ,
<b>-</b> ,	7) LAST NAME			8) SUFFIX (JR, SR, ETC) 9) SOCIAL SECURITY NO.
F)				
	10 FIRST MANE		40.00	
	10) FIRST NAME		11) MI	12) TOTAL HOURS Do not leave blank.  13) TOTAL WAGES PAID THIS QTR
				Enter 0 (zero) if no hours worked.

EMS 5208 B (Rev. 12/05) CC 7540-032-820 Total Gross Wages paid to ALL employees must equal line 12 on Quarterly Tax Report



## To file electronically visit efile.go2ui.com



## **Quarterly Wage Detail Report (Form 5208B) Instructions**

Remember to make a copy of the completed report for your records.

You must use all capital letters and black ink.

Neatly print your characters within the blue boxes as shown in the example below.

0123456789 ABCDEFGHI

Do not use commas, symbols or special characters (i.e., • or 7).

Corporate officers for-profit corporations are exempt from coverage, except under IRS Code 501(c)(3), as are political subdivisions. Do NOT include these wages on the 5208B form unless you have applied for voluntary coverage. Please file electronically. If you are unable to file electronically, and have seven (7) or more employees, email taxforms@esd.wa.gov to request additional forms.

<u>NOTE</u>: Penalties will apply to incomplete or incorrect reports regardless of whether they are filed on paper forms or electronically. Incomplete means any missing SSN, name, hours, or wages.

Questions? Contact your District Tax Office (DTO). A listing is located on the back of the 5208B.

If you are typing or machine printing, use a 12 pt san serif font and capital letters. Ignore the blue boxes and simply string characters together. Start at the left end of the field and type a continuous stream of characters. Do not use commas or symbols. If you have the data in a computer system, it will be much easier for you to import the data to our free electronic reporting software (efile.go2ui.com).

### Item-by-Item Instructions

- 1. The last day of the calendar quarter (three-month period) for which you are filing. To submit information for a different quarter, contact your District Tax Office to have a form sent to you, or file electronically.
- 2. Your business name.
- 3. The nine digit account number assigned to you by the Employment Security Department.
- 4. The nine digit Federal ID Number assigned to you by the Internal Revenue Service.
- 5. The 12 digit Unified Business Identifier (UBI) Number assigned by the state of Washington.
- 6. This is the date your report is due. Reports are due the last day of the month that follows the end of each guarter.
- 7. Enter the last name of each employee as shown on the Social Security card.
- 8. Enter the suffix of each employee (JR, SR, III, etc).
- 9. Enter the Social Security number as shown on the Social Security card. If an employee does not have a valid Social Security number, the employee must obtain one. For more information see the Social Security Administration website at www.socialsecurity.gov/employer.
- 10. Enter the first name of each employee as shown on the Social Security card.
- 11. Enter the middle initial of the employee if applicable.
- 12. Hours must be reported; failure to do so could result in a penalty for an incomplete report. Do not leave the hours field blank. If blank, hours will be computed based on Washington's minimum wage which could result in improper benefit payments and higher total benefits charged to your account.
  - Round partial/fractional hours up. Whole numbers must be used.
  - Enter amount in hours only; do not use any other measure of time worked such as weeks.
  - Do not leave any blanks. Use zero (0) if zero hours worked.
  - Report the actual number of hours worked associated with the wages paid during the quarter, including paid vacation and holiday hours. For severance pay, unassigned bonuses, or other payments not assigned to a time period, report zero (0) hours.
- 13. For each employee, enter total gross wages paid and any other monetary pay such as bonuses, tips, gifts, prizes, and in some cases, meals and lodging. If you have any questions regarding the correct reporting of cash or in-kind payments, please contact your nearest District Tax Office or refer to the Tax Handbook at <a href="mailto:tax.go2ui.com">tax.go2ui.com</a>.

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